

STCS LAPTOP & ACCEPTABLE USE AGREEMENT



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Introduction

STCS Issued Laptop

The laptop issued to each student in grades 6-12 is the property of San Tan Charter School. It is provided to support the learning objectives of San Tan Charter School and is intended for educational purposes only. This laptop is to be leased to the student at a cost of \$250.00 per year (refundable upon parent request, at the end of the year, contingent on computer still in working condition as outlined in the agreement) and must be used in accordance with the following Acceptable Use Agreement and any applicable laws. **Use of this laptop, as well as access to the computer network, the Internet, and email are a privilege and not a right.**

Student Provided Laptop

Only Google Chromebooks are permitted as student-provided devices. Windows laptops, MacBooks, Linux laptops, iPads, Android tablets, and other personal computing devices will not be accepted for classroom use. Student-provided Chromebooks are the only personal devices eligible for enrollment and use at San Tan Charter School (STCS).

Laptops provided by students in grades 6–12 at STCS must be enrolled in the school's Google Enterprise for Education environment. The Chromebook enrollment process completely wipes the device and restricts the login screen to an *[@santancharterschool.com](mailto:santancharterschool.com) email address. These requirements ensure that STCS safety, security, and content-filtering measures are applied to enrolled devices and support compliance with state testing requirements, including secure browser lockdown.

Student-provided Chromebooks must also be actively supported by Google and must not have passed their Auto Update Expiration (AUE) date. Chromebooks that have reached their AUE date are no longer eligible to receive ChromeOS and security updates and cannot be accepted for enrollment or classroom use. Families purchasing a used or older Chromebook should verify its AUE date before purchase using Google's Auto Update policy page: https://support.google.com/chrome/a/answer/6220366?utm_source=chatgpt.com#zippy=.

The purpose of an enrolled Chromebook is strictly to support educational activities while connected to the STCS learning platform. Although the Chromebook remains the personal property of the student, all STCS technology policies and security protocols apply while it is enrolled in the school's Google Enterprise environment. Because the enrollment process is designed specifically for education, certain non-educational applications or programs may be unavailable for download or use. The donation to enroll a personal Chromebook for connectivity to the STCS learning platform is \$60 per device. Families who prefer not to enroll a personal Chromebook may contact STCS administration to obtain a school-issued Chromebook for a \$250 lease fee. **Use of this laptop, as well as access to the school network, Internet, and email, is a privilege and not a right.**

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When a student leaves STCS or requests that their Chromebook be unenrolled from the school's Google Enterprise environment, the unenrollment process removes all school management and completely wipes the device. Students and families are responsible for backing up any personal files before both enrollment and unenrollment. **STCS is not responsible for the loss of data resulting from these required processes.**

STCS Google Account

Each STCS student is provided with a unique Google account that serves as an individual identifier for associating the student with digital curriculum, instructional programs, testing profiles, STCS communications, and other educational services. Core Google services available through student accounts include Google Calendar, Google Classroom, Google Drive and Docs, Gmail, Google Chrome Sync, Google Keep, and Google Tasks. Additional Google services made available to student profiles include Google Maps, Chrome Web Store, Google Search, Google Translate, Scholar Profiles, and YouTube. These services have been identified as necessary or beneficial to support STCS educational programs, instructional activities, and curriculum requirements. Access to these services is provided within the school's managed Google environment, and appropriate restrictions, filters, and administrative controls are applied to maintain a safe, secure, and educationally appropriate learning environment. The availability of these services does not constitute unrestricted access to their content or functionality; use remains subject to STCS policies, applicable laws, and school-imposed settings and restrictions.

Student Technology Expectations

It is important that all users understand their responsibilities and conduct themselves as responsible digital learners at all times. Responsible use of technology is limited to activities that support teaching and learning. The following statements represent the student's agreement regarding the responsible use of technology:

I WILL:

- Bring my device to school fully charged each day.
- Keep private information private (i.e. passwords should not be shared).
- Treat others with respect both online and offline.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, etc.
- Follow STCS policies, rules and regulations.
- Take care of STCS technology equipment.
- Notify school administration if I have lost, damaged or have problems with my device.
- Notify an adult immediately if I violate the Responsible Use Policy.

I WILL NOT:

- Read another student's private communications and schoolwork without permission.
- Use computers for purposes unrelated to school during school hours.
- Use improper language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or harm others.
- Pretend to be someone else online.

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- Give out my full name, address, or any personal information to someone I don't know.
- Take pictures or record audio/video without the consent of that student or staff member.
- Search for, possess, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Decorate the device with stickers, writing, or other markings.
- Peel off or remove school supplied asset tags or identification labels.

I UNDERSTAND:

- My work can be lost and I should be careful to back up important work.
- The Internet and STCS technology may not be accessible at all times.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by STCS is a privilege and not a right.
- School personnel have full authority over the device.

EXPECTATIONS DEFINED FOR ACCEPTABLE USE:

Unauthorized Access – Access to another user's account or computer without their consent or knowledge is considered hacking and is unacceptable and in violation of the STCS Technology Responsible Use Policy. Disciplinary action will be taken for violations.

Securing Devices – The security of your device is **YOUR** responsibility. If you leave it at your school, it is **YOUR** responsibility to make sure that the device is secured. Do not leave your device in an unsecured location. Do not leave your device on an athletic or activity bus. If your device is lost or stolen, **YOU** will be responsible for replacing it. If your device is lost or stolen, you will be responsible for reimbursing the school for the total replacement cost or \$250, whichever is less.

Loaning or Borrowing Other Students' Devices – Do **NOT** loan your device, power supply, or equipment to anyone else. Do **NOT** borrow a device, power supply, or equipment from another student. Do **NOT** share passwords or user names with others.

Internet Safety – There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged into their laptops at school or at home. Students are in violation of STCS policy if they bypass the required sign-on to their STCS provided Google account through proxy services, third party network hardware, or any other means.

Apps, Music, Games or Programs – Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. All software loaded on the system must be approved by STCS Technology Department.

Sound – While on school the STCS campus, sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones can be used in the classroom as directed by the instructor.

Assistance with Equipment Issues – If you are experiencing a problem, notify a teacher and provide details to describe your device issue, along with the device serial number and they will relay the pertinent information to a support technician.

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Care of Equipment – The student will exercise all due and reasonable care in handling the use of the laptop and power adapter provided by STCS. All of this equipment will be returned in good condition at the end of each school year. STCS accepts and acknowledges reasonable and normal wear and tear of the device over the course of its useful life.

If an STCS-issued laptop is damaged, you will be responsible for reimbursing the school as outlined below. The maximum amount charged for any single incident will be the lesser of \$250 or the total cost of repair. Please note all hardware costs are subject to change based on the current market price of the part at the time the damage occurs.

Damaged Component	AC Adapter	Screen	Keyboard	Trackpad	Hinge Cover	Bezel	Top Cover	Bottom Cover
Charge	\$30	\$35	\$38	\$20	\$10	\$12	\$20	\$20

Terms of Use of Equipment – Possession of the property terminates no later than the last day of the school year unless terminated by STCS or upon withdrawal from STCS.

Any violation of this policy agreement and rules may result in loss of school-provided devices and/or access to the Internet. Additional disciplinary action may be determined at the administrative level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

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Laptop & Acceptable Use Agreement

Signature

Device Specifics (student provided laptop):

Device manufacturer: _____ Serial Number: _____

Student: I have read, understand and agree to abide by San Tan Charter School's Technology Acceptable Use Agreement as stated in this agreement.

Student's Signature: _____ Date: _____

Parent/Guardian: I have read the San Tan Charter School's Technology Acceptable Use Agreement. I understand that damages to the device caused by my son or daughter are our responsibility and therefore the costs outlined above will be due before the repaired laptop is returned to our child. I agree _____ (initial here)

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in this agreement. In addition, I accept full responsibility for my child to transport the device from school to home.

I agree _____ (initial here)

Parent/Guardian Signature: _____ Date: _____

Please print your student's name:

Last: _____ First: _____ Middle: _____

Please select grade level: 6th 7th 8th 9th 10th 11th 12th